

3-3-2  
CONFIDENTIAL  
Shelley  
Biley

THRU : Chief, Administration Staff, O/Communications  
Chief, Records Control Branch, O/Communications

2 August 1963

Records Administration Staff

Secure Area for Communications/Engineering Division

1. This office has reviewed the attached request for extension of a secure area in compliance with Memorandum dated 7 June 1962 from Deputy Director (Support), Subject: Request for Secure Areas in Headquarters Building.

2. A physical inspection of Rooms 1814 and 1818 Alcott Hall, assigned to Office of Communications, Engineering Division, disclosed that extension of the east wall of Room 1814 will be required to accommodate an additional motorized type elevator file.

3. Whether this wall should be extended the proposed minimum of three feet, or extended to include all of Room 1818 can best be determined by comparing the growth of this file against the possible length of time OC/E will remain in Alcott Hall.

4. The facts as contained in your memorandum indicate that very shortly there will be 900 linear inches of cards that will exceed the 1,596 inch capacity of the present Simplafind machine. This means that upon procurement of another machine approximately 57% of its capacity will be utilized immediately. At the present, two 5-drawer and one 4-drawer safes are being used to store the overflow which cannot be accommodated by the present Simplafind machine.

5. In reviewing the equipment of the three manufacturers, it is the opinion of this office that the Simplafind Mark IV should be procured, because it will provide more card storage at less cost, utilize less floor space, and be compatible with present equipment.

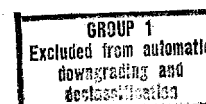
6. As this new machine is urgently needed for the storage and reference activity of OC/E I recommend that, to be consistent with good Records Management practices, this request for secure area in 1818 Alcott Hall be approved.



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Attachment

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment